

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PREVENTION PROGRAM MANAGER – SUBSTANCE ABUSE
CLASS CODE: 2050
EFFECTIVE DATE: New 12/16/03
MARKET POINT: Based on applicable market study

DEPARTMENT: Health, Substance Abuse

JOB SUMMARY

Under general direction of the Division Director, this position supervises, plans, coordinates, and directs the activities of the County's substance abuse prevention programs.

CLASS CHARACTERISTICS

This is an advanced and licensed supervisory classification level responsible for coordinating multiple programs/units.

ESSENTIAL FUNCTIONS

Supervises, plans, coordinates, and directs the work of the Division's Substance Abuse prevention programs.
Makes staffing decisions within the assigned program including hiring, training, performance evaluation, scheduling of work load, and retention of assigned personnel.
Compiles, maintains, and reviews all reports, daily work records, time cards, payroll information, work specifications, and appropriate personnel documentation within the assigned program.
Supervises and correlates program involvement within the department, and with other County departments, volunteer groups, outside agencies, and local, State, and Federal agencies.
Makes maintenance and purchasing decisions for equipment, tools, and supplies within the assigned program.
Assists in the preparation of the program budget and monitors and approves program related purchase orders and expenditures and assists in the preparation of grant applications.
Monitors and assesses the quality of services of assigned programs and acts as a resource for resolving conflicts between staff and other entities including client issues.
Conducts audit inspections to assess accuracy and completeness of work.
Prepares and submits relevant data per program and agency requirements.
Completes the prevention portion of the annual local area plan.
Represents the County to school districts, public agencies, other community organizations, and media regarding substance abuse prevention issues.
Coordinates the activities of the County prevention community advisory board.
Prepares contracts for prevention services and activities with multiple agencies within Utah County.
Monitors contract compliance with all prevention subcontractors to ensure services provided meet all minimum standards for scope of work, data collection and reporting, and other terms and conditions.
Ensures County compliance with all requirements of State and Federal contracts and grants.
Develops community understanding of the need for treatment services and provides professional presentations, training, and technical assistance to various groups to advocate support for services.
Designs and implements appropriate policies, procedures, and standards for providing prevention services.
Attends meetings and seminars to keep technically current and shares information with assigned staff.

PREVENTION PROGRAM MANAGER – SUBSTANCE ABUSE

12/16/03

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative working relationships with those contacted in the course of work activities; Ability to communicate effectively verbally and in writing; Ability to work with limited supervision; Skill in creative thinking and analytical problem solving; Skill in training others; Skill in public speaking and interpersonal communication; Knowledge of community organization; Ability to work with groups and individuals at every level of society; Ability to conduct in-depth program analysis of substance abuse treatment programs; Skill in word processing and basic programs; Knowledge of supervisory techniques; Skill in reading, writing, and basic math; Knowledge of modern office procedures; Ability to maintain files, records, and reports; Skill in document composition; Ability to coordinate multiple tasks efficiently; and Skill in counseling.

PHYSICAL DEMANDS

Typically sit at a desk or table; Occasionally walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 30 pounds; and Regularly drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an environmentally controlled building; Work exposes incumbent to contagious or infectious diseases; and Work exposes incumbent to possible bodily injury from potentially hostile situations.

EDUCATION AND EXPERIENCE

Equivalent to a Master's Degree in Social Work, Sociology, Psychology, Educational Psychology, or related social services field; and two (2) years work experience in substance abuse services including any combination of direct services, supervision, program planning, and administration OR three (3) years work experience in mental health services including any combination of direct services, supervision, program planning, and administration. One (1) year of required related work experience must have been in a supervisory capacity.

LICENSING AND CERTIFICATION

Incumbent must possess a valid State of Utah driver's license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills and licensure.